



## Benefits - Changes in Circumstances

Please use this form to tell us as soon as your circumstances change. If you have moved, you will need to complete a new claim form.

If there have been no changes in your circumstances, please keep this form to tell us about a future change.

Mr/Mrs/Ms  First name  Surname

Current address

Phone number

Benefit claim number

Email address

Previous address if you have recently moved

The exact date that your circumstances changed

Please tell us below what the change of circumstances is. You will also need to supply original documents to confirm the change (e.g. new wage slips or your award letter from The Department for Work and Pensions).

Do you wish to continue to claim  
Housing Benefit or Council Tax Support? Yes ☐ No ☐

DECLARATION: I declare that to the best of my knowledge, the information that I have given above is true and complete. I understand that you may contact Government departments or other councils to check the information, and that you may prosecute me if I give false information.

Signature

Date

We have assessed your claim using the information you have given us. You must tell us straight away if there are any changes to your circumstances that might affect your benefit entitlement.

If the change means that you are entitled to more benefit and you don't tell us within one month, we may not be able to award all the extra benefit.

If the change means that you are entitled to less benefit and we have already paid too much, you are likely to be asked to repay the money. We will write to you to explain how the money should be repaid.

Examples of changes you must tell us about include

- You claim Universal Credit
- You stop receiving Income Support or Job Seeker's Allowance
- Your Working Tax Credit or Child Tax Credit changes
- You move (even if you only move to a different room or flat within the same property)
- A child leaves school or leaves home
- You have a baby
- Your child starts to be cared for, or stops being cared for, by a registered childminder, nursery or playgroup
- Someone moves into or out of your home (including lodgers and subtenants)
- Your income, or the income of anyone living with you, goes up or down
- You or anyone living with you becomes a student, or starts on a Government Training Scheme
- You or anyone living with you goes into hospital or a nursing home, or goes into prison (even if this is on remand)
- You or anyone living with you gets a job, changes their job or becomes unemployed
- You or anyone living with you gets a second job
- You return to work after a period of illness and have been receiving benefit
- Your rent changes
- You or your partner will be away from home for two weeks or more (where possible, tell us about this before you go)
- You receive a decision on your immigration status from the Home Office
- Someone starts to receive Carer's Allowance for looking after you
- You change the bank account we are paying your Housing Benefit into

This information and/or evidence can be brought to Portland House, 44 Richmond Road, Worthing BN11 1HS (between 9:00am and 5:00pm Monday to Friday) or posted to the address shown at the top of this form. All original documents posted to this office will be photocopied and returned to you.

**If there have been no changes in your circumstances, please keep this form to tell us about a future change.**